

Application to Attend Southeast Solar Train-the-Trainers Program

Introduction:

Through a joint partnership with the State of Florida and the U.S. Department of Energy, the State of Alabama has been given an opportunity to recommend a few individuals to attend a solar technologies train-the-trainer program in Tallahassee, Florida. The candidates will be responsible for up-front cost but will receive reimbursement from the State of Florida upon completion of the training. The program is designed to train the selected individuals in two solar technologies. The first training will be instruction on the installation of Photovoltaic (PV) and the second training will be the installation of Solar Water Heating (SWH). Once the trained, the faculty/instructors will return to their training facilities/local institutions to perform training for entry level practitioners. For additional course information you can visit http://www.fsec.ucf.edu/en/education/cont_ed/pv/igcpvs/installers.php to view the Photovoltaic (PV) course description. A description of the Solar Water Heating course description can be viewed at http://www.fsec.ucf.edu/en/education/cont_ed/solar_thermal/systems/index.php

Individuals will be selected to attend one of the two trainings.

Requirements

To apply to attend the Southeast Solar Training applicable candidates must first meet these basic requirements:

1. Complete an Application Form (does not mean you will be selected)
2. Be at least 18 years of age.
3. Meet prerequisites of related experience and/or education.
4. Complete a W-9.
5. Pay applicable expenses which will be reimbursed after travel.

Prerequisites/Education

There are several ways that you may qualify to become a trainer in either in Photovoltaic (PV) or solar water heating (SWH) installation. The Energy Division of the Alabama Department of Economic and Community Affairs recognizes that professionals in the field of renewable and sustainable energy and energy efficient technologies receive their training and work experiences in a variety of ways. Therefore each requirement to receive the training stipulates specific training background and/or experience. Compliance with the requirements of **Qualifying Categories** must be documented, please be brief but specific with answers.

Qualifying Requirement Categories to apply for Selection to Attend the Southeast Solar Training Institute in Tallahassee, Florida

The candidate must demonstrate that he/she meets of the following minimum entry requirement:

- 1) Candidate must specify that they reside/work in a location within the State that has solar industry activity. (Brief description)
- 2) Applicant must verify that he/she has a background in electrical or electronic (for PV) and plumbing or HVAC (for SWH).
- 3) Applicant must verify if their local utility has a solar program.
- 4) Applicants Institution demonstrates a commitment to begin an educational training program in PV or SWH installation.
- 5) Be an existing licensed contractor in good standing in solar or construction-related areas with the State of Alabama. (State licensing normally requires at least 4 years of practical on-the-job experience). This training will not be directed at licensing but will be directed at training entry level practioners upon return from training.

There is a national organization (NABCEP) that administers a PV Entry Level program which requires the passing of an examination. Organizations who would like to register as Providers of the NABCEP PV Entry Level Exam must complete a NABCEP PV Entry Level Provider Application – <http://www.nabcep.org/entry-level-certificate-program>

This exam will not be offered during this training.

Types of training programs that may submit candidate's names include but are not limited to:

1. Any accredited university, college, or community college
2. Dedicated independent training programs
3. Apprenticeship training programs
4. Trainings approved by State Contractor Licensing Boards
5. Career Technical Education training programs
6. Industry in-house training programs

** Programs for solar thermal installation currently not available.*

Training Dates (Tentative)

Photovoltaic (PV)

June 7-12, 2010
July 12-16, 2010
August 2-6, 2010

Photovoltaic (PV)

September 13-17, 2010
October 4-8, 2010
November 8-12, 2010
December 6-10, 2010

Solar Water Heating (SWH)

February 23-25, 2010
May 11-13, 2010
August 17-19, 2010

Expenses:

The candidates will be responsible for up-front cost but will receive reimbursement from the State of Florida upon completion of the training. Course tuition (\$1300) for photovoltaic, and (\$750) for solar water heating will be paid by the US Department of Energy and selected trainees will not have to pay out-of-pocket tuition expenses unless selected trainees do not complete class due to failure to attend or other inexcusable, unforeseen reason.

Expenses that may be incurred and reimbursement that will be allowed are listed below:

Airfare, airline tickets, must be economy or coach class.

Travel to the airport (cost of taxi, shuttle, etc.) or if private vehicle is used reimbursement will be paid at \$.44 per mile. Tips for taxi will be reimbursed up to 15% of fare.

Meal allowance each day (no alcohol): breakfast – \$6.00, lunch- \$11.00, dinner -\$29.00 (tip for server should not be more than 15%)

Hotel accommodations – Selected trainees will be responsible for making their own room reservations. Rooms should be at a single room rate and the final bill should have zero balance.

Rental Car – If one is needed, a rental car can be requested from the Florida Solar Energy Center. This cannot be done before airline travel has been reserved.

Incidentals – Tolls, parking, gas, tips for bellman or skycap of \$1.00 up to five bags.

Original receipts will be required for everything. Meals will be reimbursed at specified amount except when they are provided by the trainer (Florida Solar Energy Center, FSEC).

Once travel is completed and ALL receipts are received, paperwork will have to be submitted to the **Florida Solar Energy Center**, 1679 Clearlake Road, Cocoa, Florida 32922, and reimbursement could take approximately 3 weeks.

Please mail applications to: ADECA, Energy Division

Attention: Application for Solar Train-the-Trainers

PO Box 5690

Montgomery, Alabama 36103-5690

DEADLINE for Submission of Application: February 24, 2010 before 5:00 p.m.

Application to Attend
Southeast Solar Train-the-Trainers
Program

First Name		Last Name	
Organization		Title	
Mailing Address		City, State, Zip	
Phone Number		Fax Number	
Email Address			
Which Training Are You Applying to Attend			
Preferable Date(s) of Training if chosen	(1)		
	(2)		
	(3)		

(*See page 2 for preferable dates)

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